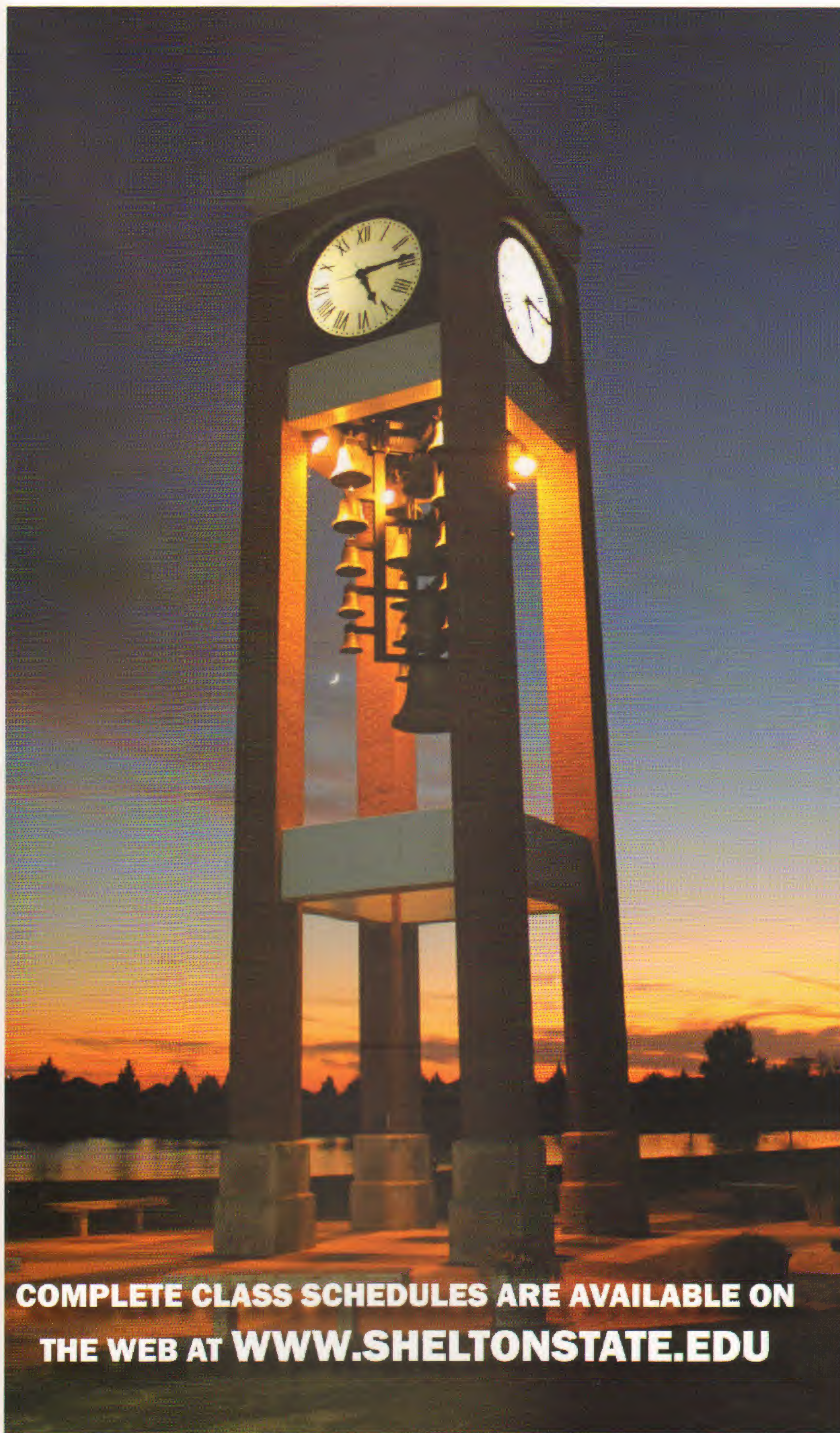


2010-2011 REGISTRATION GUIDE



**COMPLETE CLASS SCHEDULES ARE AVAILABLE ON
THE WEB AT WWW.SHELTONSTATE.EDU**

A Message from President Mark A. Heinrich, Ph.D.



Welcome to Shelton State Community College!

I hope you will find this Registration Guide to be a useful tool in planning your upcoming semesters here. By including three semesters, you will be able to plan ahead to take full advantage of the many offerings in both the academic and technical programs.

While we have attempted to make this Guide as inclusive as possible, we know that we may not have answered all your questions in one document. The staff in our Admissions Office, Counseling Center, the Office of Financial Aid, the Veterans Information Center, and all the faculty on both the Martin and C.A. Fredd campuses are ready and eager to help you in any way possible.

I look forward to having you on campus and getting to know you individually.

A handwritten signature in black ink, reading "Mark A. Heinrich".

THINKSHELTON



SEMESTER CALENDARS 2010 - 2011

	SUMMER 2010		FALL 2010		SPRING 2011	
ON-SITE ADVISING	Monday, April 5	8:30 am - 6 pm	Monday, July 12	8:30 am - 6 pm	Monday, November 1	8:30 am - 6 pm
	Tuesday, April 6	10 am - noon	Tuesday, July 13	10 am - noon	Tuesday, November 2	10 am - noon
WEB REGISTRATION BEGINS	Monday, April 5		Monday, July 12		Monday, November 1	
	FULL TERM		FULL TERM		FULL TERM	
Full Term Web Registration	April 5 - June 8	Continuous*	July 12 - August 27	Continuous*	November 1 - January 14	Continuous*
On-Site Advising & Registration	Thursday, June 3	8:30 am - 3 pm*	Thursday, August 19	8:30 am - 3 pm*	Thursday, January 6	8:30 am - 3 pm*
			Friday, August 20	8:30 am - noon	Friday, January 7	8:30 am - noon
Classes Begin	Friday, June 4		Monday, August 23		Monday, January 10	
Drop/Add & Late Registration	Friday, June 4	8:30 am - noon	August 23 - 26	8:30 am - 6 pm	January 10 - 13	8:30 am - 6 pm
	Monday, June 7	8:30 am - 6 pm	Friday, August 27	8:30 am - noon	Friday, January 14	8:30 am - noon
	Tuesday, June 8	8:30 am - 6 pm				
Holiday (College Closed)	Monday, July 5		Monday, September 6		Monday, January 17	
Holiday (College Closed)			Thursday, November 11			
Prof. Development (No Classes)			November 22, 23, 24		February 18 and April 15	
Holiday (No Classes)			November 25, 26		March 14 - 18	
Last Day To Withdraw From Classes	Wednesday, August 11		Friday, December 10		Monday, May 2	
Last Day Of Classes	Wednesday, August 11		Friday, December 10		Monday, May 2	
Final Exams	August 12 - 13		December 13 - 17		May 3 - 9	
Honors Day					Sunday, April 17	2 pm
Graduation			Monday, December 20	7 pm	Tuesday, May 10	11 am
	1st SPLIT TERM		1st SPLIT TERM		1st SPLIT TERM	
First Split Term Web Registration	April 5 - June 8	Continuous *	July 12 - August 27	Continuous*	November 1 - January 11	Continuous*
On-Site Advising and Registration	Thursday, June 3	8:30 am - 3 pm*	Thursday, August 19	8:30 am - 3 pm*	Thursday, January 6	8:30 am - 3 pm*
			Friday, August 20	8:30 am - noon	Friday, January 7	8:30 am - noon
Classes Begin	Friday, June 4		Monday, August 23		Monday, January 10	
Drop/Add and Late Registration	Friday, June 4	8:30 am - noon	Monday, August 23	8:30 am - 6 pm	Monday, January 10	8:30 am - 6 pm
	Monday, June 7	8:30 am - 6 pm	Tuesday, August 24	8:30 am - 6 pm	Tuesday, January 11	8:30 am - 6 pm
	Tuesday, June 8	8:30 am - 6 pm				
Holiday (College Closed)	Monday, July 5		Monday, September 6		Monday, January 17	
Last Day To Withdraw From Classes	Wednesday, July 7		Tuesday, October 12		Wednesday, March 2	
Last Day Of Classes	Wednesday, July 7		Tuesday, October 12		Wednesday, March 2	
Final Exams	Thursday, July 8		Wednesday, October 13		Thursday, March 3	
	2nd SPLIT TERM		2nd SPLIT TERM		2nd SPLIT TERM	
Second Split Term Web Registration	April 5 - July 13	Continuous *	July 12 - October 15	Continuous*	November 1 - March 7	Continuous*
On-Site Advising and Registration	Thursday, June 3	8:30 am - 3 pm*	Thursday, August 19	8:30 am - 3 pm*	Thursday, January 6	8:30 am - 3 pm*
	Friday, July 9	8:30 am - noon	Friday, August 20	8:30 am - noon	Friday, January 7	8:30 am - noon
			Wednesday, October 13	8:00 am - 6 pm	Thursday, March 3	8:30 am - 6 pm
Classes Begin	Monday, July 12		Thursday, October 14		Friday, March 4	
Drop/Add and Late Registration	Monday, July 12	8:30 am - 6 pm	Thursday, October 14	8:30 am - 6 pm	Friday, March 4	8:30 am - noon
	Tuesday, July 13	8:30 am - 6 pm	Friday, October 15	8:30 am - noon	Monday, March 7	8:30 am - 6 pm
Holiday (College Closed)			Thursday, November 11		March 14 - 18	
Prof. Development (No Classes)			November 22, 23, 24		April 15	
Holiday (College Closed)			November 25, 26			
Last Day To Withdraw From Classes	Wednesday, August 11		Friday, December 10		Monday, May 2	
Last Day Of Classes	Wednesday, August 11		Friday, December 10		Monday, May 2	
Final Exams	Thursday, August 12		Monday, December 13		Tuesday, May 3	

*All registration will be unavailable from 3 p.m. until 6 p.m. on June 3, August 19, and January 6.

ADMISSION REQUIREMENTS

Shelton State Community College is an open admissions institution. All students who have earned a high school diploma or GED are eligible for admission to courses creditable toward an associate degree. Non high school graduates may qualify for admission to courses not creditable toward an associate degree by demonstrating an Ability-to-Benefit prior to enrollment. For more information on Ability-to-Benefit, call 205.391.2232. All applicants are required to submit an application for admission which includes the student's signature and in-person presentation of a valid photo identification (I.D.) In addition to an application for admission, students are required to supply the College with official transcripts. Required documents are based on the student's admission status.

- **First-Time Freshmen** - The student must submit either an official transcript from the high school that must include the graduation date, official signature, and diploma type OR official GED scores mailed from the testing institution.
- **Transient** - The student must submit a transient letter from the home institution stating the courses that the student will be allowed to take. Transient letters must be submitted prior to registering for classes for each semester the student attends Shelton State.
- **Transfer** - The student must have official transcripts mailed from each institution previously attended. No faxed copies will be accepted.
- **College Graduate** - The student must submit an official transcript from the institution from which the degree was awarded.

First-time freshmen and transfer students may be conditionally admitted for one semester without the appropriate transcripts. However, students will not be allowed to register for mathematics or English courses without documentation of prerequisites or the appropriate COMPASS® score. Students must be prepared to provide this documentation at the time of registration. Also, students who receive federal financial aid must have a complete admissions file. Students who earned the Alabama Occupational Diploma, accelerated high school students, dually enrolled students, Ability-to-Benefit students, and students who graduated from non-accredited high schools may not be conditionally admitted and must register in the Office of Admissions & Records. Contact the Office of Admissions & Records (205.391.2214) for more information.

ATTENTION

- All new applicants must present a valid form of identification prior to acceptance for admission. Acceptable forms of I.D. are listed on the college Web site, www.sheltonstate.edu.
- All transient students must submit a transient letter prior to registering for classes.

INSTRUCTIONS FOR FIRST-TIME FRESHMEN

STEP 1

For an admissions file to be complete, high school graduates must have the high school send an official copy of the transcript with the graduation date posted and diploma type indicated to the Office of Admissions & Records, Shelton State Community College, 9500 Old Greensboro Road, Box 190, Tuscaloosa, AL 35405. Students who have earned a GED must have the test center send an official copy of the GED scores to the Office of Admissions & Records.

STEP 2

Students should make an appointment to take the COMPASS® placement assessment in the Counseling Center or call 205.391.2232.

STEP 3

Students who have official ACT/SAT score reports on file with the Assessment Director and who have graduated within the last three years may be exempt from the placement assessment. The following ACT/SAT scores determine mathematics or English placement. If a student wishes a higher mathematics placement, the student must take the appropriate portion of the COMPASS® assessment.

ACT SCORE	SAT SCORE	PLACEMENT
20 or higher in English and 20 or higher in Reading	480 or higher in Writing and 480 or higher in Critical Reading	ENG 101
20 or higher in Reading	480 or higher in Critical Reading	No RDG course required
20-24 in Mathematics	480-570 in Mathematics	MTH 100
25-26 in Mathematics	580-610 in Mathematics	MTH 110 or 112
27-28 in Mathematics	620-640 in Mathematics	MTH 113 or 120
29 or higher in Mathematics	650 and above in Mathematics	MTH 125

STEP 4

After completing the placement assessment or submitting ACT/SAT scores to the Assessment Director, students will be assigned a date to attend S.T.A.R.T. Up Day (Special Time for Advising, Registration, and Touring the Campus).

STEP 5

Students who plan to transfer to a public four-year institution in the State of Alabama should visit www.sheltonstate.edu and select the STARS link. The Statewide Transfer & Articulation Reporting System (STARS) is a web-accessible

database system providing guidance and direction for prospective students who transfer to public institutions within the the State of Alabama. The STARS System allows students in Alabama to obtain a Transfer Guide/Agreement for the major at the selected public four-year institution. Print and keep this guide. If used correctly, it guides the student through the first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year institution in Alabama. Refer to the STARS Web site for more information.

ADMISSION OF INTERNATIONAL STUDENTS

International students must have a complete file prior to enrollment. A complete file consists of the following:

STEP 1

An application for admission which includes the student's signature and the presentation of a valid form of identification;

STEP 2

A Visa recognized and accepted by the United States government;

STEP 3

An official translated copy of the student's high school/college transcript(s);

STEP 4

A minimum score of 5.5 on IELTS (International English Language System) or a total TOEFL score of 61 (Internet-based), 173 (computer-based), or 500 (paper-based); *

STEP 5

A signed, notarized statement verifying adequate financial support;

STEP 6

Documentation of adequate health and life insurance including repatriation benefits or documentation of coverage by Shelton State blanket insurance.

*Test of English Language Proficiency may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, Zambia, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation.

ASSESSMENT INFORMATION

Students should begin the admissions process as early as possible. To be assigned a S.T.A.R.T. Up Day, a student should have completed the COMPASS®. In the case of an ACT/SAT exemption, a student should contact the Director

of Assessment in the Counseling Center (205.391.2232) as early as possible.

- Students must make an appointment to take the COMPASS®. Appointments can be made by calling 205.391.2232. The COMPASS® is given a variety of times, both day and night, and space is limited for each session. Students should plan to arrive 10 minutes before the scheduled time.
- An application for admission should be on file 24 hours prior to the scheduled assessment time.
- There is no charge for the initial COMPASS® assessment. All materials for taking the COMPASS® will be provided. There will be a charge for retests.
- Students must present a picture I.D. prior to taking the COMPASS®.
- ACT approved calculators are allowed on the mathematics portion of the COMPASS®. (Check www.act.org or with the assessment staff.)
- Scores will be provided at the completion of COMPASS®.
- Sample COMPASS® questions may be obtained at the official ACT Web site, www.act.org.
- Shelton State Community College is in compliance with the Americans with Disabilities Act. Students who request accommodations should provide documentation to the Office of Disability Services (205.391.3958) prior to the scheduled COMPASS® date.



COMPLETE CLASS SCHEDULES ARE AVAILABLE ON THE WEB AT WWW.SHELTONSTATE.EDU.

ADVISING & REGISTRATION

Advising sessions are offered to currently enrolled, returning, transfer, and transient students. Students are encouraged to bring the STARS guide or a specific program of study checklist to the advising session. Advising sessions will be held during the published on-site Advising/Registration dates in the Learning Center located on the second floor of the Martin Campus. Students may also be advised by appointment throughout the semester in the Counseling Center. Visit the Counseling Center for more information.

STARS ADVISING

Students who plan to transfer to a public four-year institution in the State of Alabama should visit www.sheltonstate.edu and select the STARS link. The Statewide Transfer & Articulation Reporting System (STARS) is a web-accessible database system providing guidance and direction for prospective students who transfer to public institutions within the State of Alabama. The STARS System allows students in Alabama to obtain a Transfer Guide/Agreement for the major at the selected public four-year institution. Print and keep this guide. If used correctly, it guides the student through the first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year institution in Alabama. Refer to the STARS Web site for more information.

CAREER TECHNICAL ADVISING

Students interested in career technical programs should print a specific program of study checklist by visiting www.sheltonstate.edu and selecting the Instructional Departments link.

WEB REGISTRATION

Web registration is offered to current, returning, transfer, and transient students. *Accelerated high school students, dually enrolled high school students, Ability-to-Benefit students, and students who audit a class must come to the Office of Admissions & Records to register.* All first-time freshmen must attend a S.T.A.R.T. Up session. Contact the Counseling Center (205.391.2232) to make an appointment. Transient and transfer students must have an application for admission on file 48 hours prior to registering. To register online, students must have a Student I.D. number and password. Students who do not remember the password should visit the Office of Admissions & Records on the Martin Campus. Passwords will not be given over the telephone or sent by e-mail.

STEPS FOR WEB REGISTRATION

Students must complete an application for admission and have a Student I.D. number and password prior to attempting to register.

STEP 1

Visit www.sheltonstate.edu. Select REGISTER FOR CLASSES under the Current Students tab.

STEP 2

Log into online student account.

STEP 3

Verify/update contact information.

STEP 4

The Schedule of Classes will allow a student to search for available classes. Use the drop down boxes to indicate search criteria.

STEP 5

To register for classes, select the REGISTRATION link under the main menu.

STEP 6

Select the YEAR/TERM.

STEP 7

Add courses.

STEP 8

Select SAVE button at the bottom of the screen to confirm the schedule.

STEP 9

If paying by credit card online, select PAYMENTS and enter information. Select SAVE to process. If not paying by credit card online, visit the Cashier's Office on the Martin or C.A. Fredd Campus to make payment by the designated payment due date.

COMPLETE CLASS SCHEDULES ARE AVAILABLE ON THE WEB AT WWW.SHELTONSTATE.EDU.

STEP 10

Class schedules will be removed from the registration system for non-payment if payment is not made prior to the payment due dates. Payment is due at the time of registration during the Drop Add/Late Registration period. If payment is not made at this time, the schedule will be removed from the database.

STEP 11

Print schedule.

STEP 12

For all other forms of payment other than credit card (Scholarships, Federal Pell Grant, Prepaid Affordable CollegeTuition Program, Vocational Rehabilitation Services, Veteran's Affairs, or any other third party entity), the student is responsible for verifying that the payment is received by the College. Payment should be verified in the Cashier's Office on the Martin or C.A. Fredd Campus.

COMPLETING THE REGISTRATION PROCESS

Regardless of the method of registration chosen, the student must also complete the steps below.

STEP 1

Obtain a copy of schedule. Schedules may be obtained in the Office of Admissions & Records or through the online student account.

STEP 2

Verify that all tuition and fees have been paid. There are no deferments. Payments may be made online using VISA, MasterCard, Discover, or American Express, or in person at the Cashier's Office on the Martin or C.A. Fredd Campus. Students' class schedules will be removed from the registration system for non-payment if payment is not made by the designated payment due date. Payment is due at the time of registration during the Drop Add/Late Registration period. If payment is not made by the designated time, the student's schedule will be removed from the registration system.

STEP 3

If paying by credit card online, a student should verify account balance listed on the class schedule.

STEP 4

For all other forms of payment, [Prepaid Affordable College Tuition Program (PACT), Vocational Rehabilitation Services, Scholarships, Federal Pell Grant, Veteran's Affairs, or any other third party entity], the student is responsible for verifying that the payment is received by the College. Payment should be verified in the Cashier's Office on the Martin or C.A. Fredd campus.

STEP 5

Register vehicle at the Martin or C.A. Fredd Campus Security Desk.

STEP 6

Visit the I.D. Office on the Martin or C.A. Fredd Campus to secure a college identification card.



STEP 7

Activate Bucs Mail e-mail account at www.sheltonstate.edu.

STEP 8

Review the Standard College Policies. The Standard College Policies will be sent to the student's Bucs Mail e-mail account after the Drop/Add period.

OTHER IMPORTANT INFORMATION MARTIN AND C.A. FREDD CAMPUSES

Shelton State Community College offers classes on two campuses: the Martin Campus and the C.A. Fredd campus. These campuses are approximately seven miles apart. The campus location where the class meets is noted on the schedule as "Martin," "Mart," "C.A. Fredd," or "Fredd." Students should schedule classes to allow plenty of time to drive, park, and arrive on time. Students should not register for a class that meets immediately after a class on the other campus. For example, if the student's first class meets from 8:00 until 10:00 a.m. on the Fredd Campus, the student should not register for a class that begins at 10:15 a.m. on the Martin Campus. For maps and directions to the campuses, see the Web site or the inside back cover of the printed schedule.

GRADES

To obtain grades, visit www.sheltonstate.edu and select the Access Student Online Account link. Students must enter the Student I.D. number and the password for access.

Students who forget the password may use the Forgot Password option. Otherwise, students must present a picture I.D. in the Office of Admissions & Records to obtain or change passwords. Passwords will not be released over the telephone or sent by e-mail. Grades are not mailed. It is the student's responsibility to check grades at the end of each semester.

STANDARD COLLEGE POLICIES

The Standard College Policies apply to all classes at Shelton State Community College. These Policies have been summarized from the Catalog and provide the student with general information that will assist in understanding the expectations regarding enrollment, grading, attendance, student conduct, and other important topics. A copy of the Standard College Policies will be emailed to each student using his/her Bucs Mail e-mail address. Upon receipt of the Policies, students are expected to abide by these Policies for every class in which they are enrolled at the College. The Standard College Policies are also available on the College Web site, www.sheltonstate.edu.

TRANSFER OF COURSES

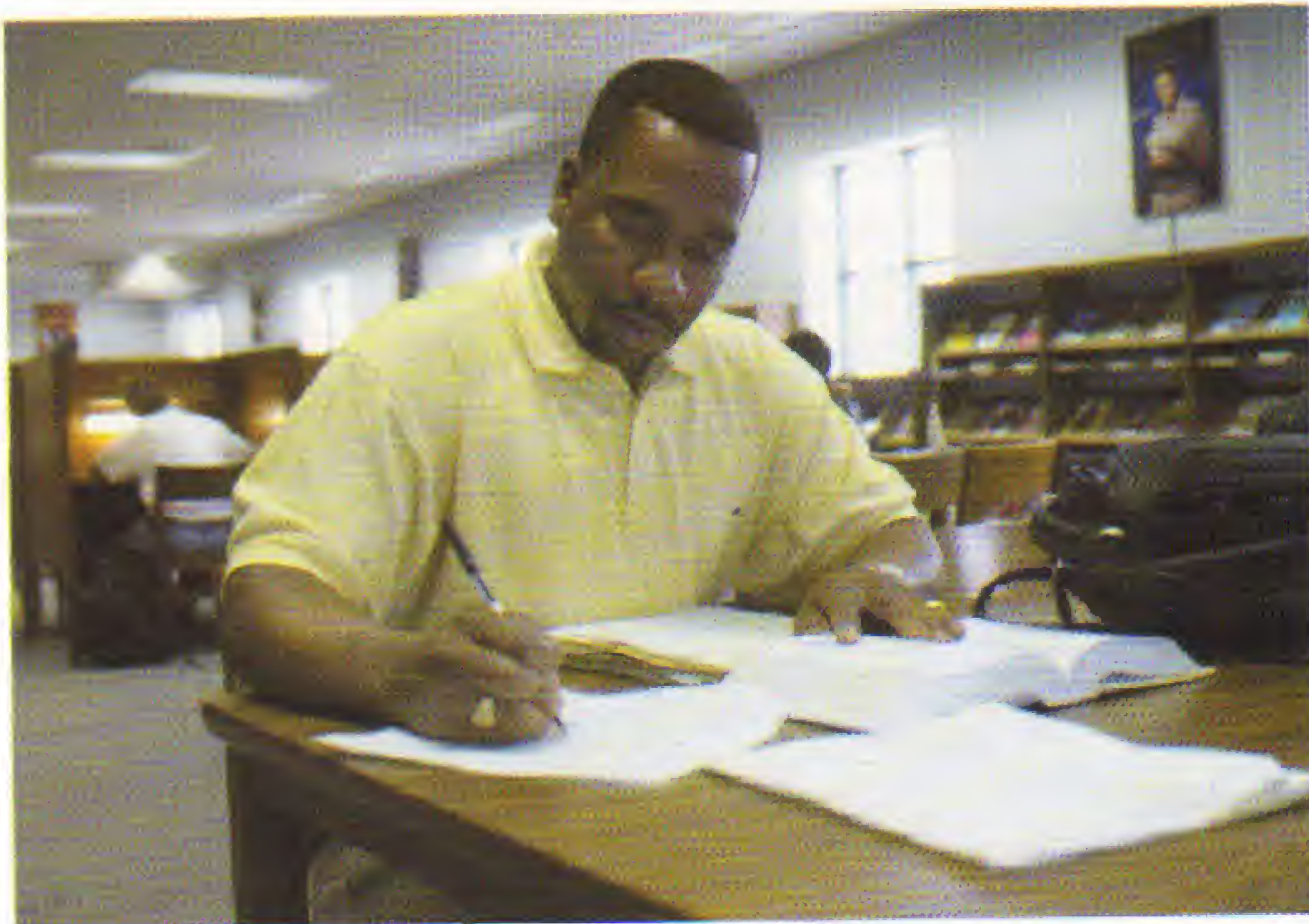
College advisors are available to help students complete class schedules. However, it is the responsibility of the student to satisfy all course prerequisites and to determine whether a course will be accepted at another institution. Students who plan to transfer to a public four-year institution in the state of Alabama should visit www.sheltonstate.edu and select the STARS link. The Statewide Transfer & Articulation Reporting System (STARS) is a web-accessible database system that provides guidance and direction for prospective students who transfer to public institutions within the the State of Alabama. The STARS System allows students in Alabama to obtain a Transfer Guide/Agreement for the major at the selected public four-year institution. Print and keep this guide. If used correctly, it guides the student through the first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year institution in Alabama.

PREREQUISITES

Before a student enrolls in a class, all prerequisites must be satisfied. If a student enrolls in a class for which the prerequisites are not fulfilled, the student may not receive credit for that class and may be administratively withdrawn.

CLASS CANCELLATIONS/ROOM CHANGES

Occasionally it is necessary that the College cancel a class or change a room. To the extent possible, these changes will occur between 3:00 p.m. and 6:00 p.m. on June 3, 2010, August 19, 2010, and January 6, 2011. Students are required to verify class schedules with room numbers within the online student account. Notifications of class



cancellations will be emailed to each student at the e-mail address assigned to the student by the College. Students affected by class cancellations should immediately register for other classes or come to the Martin or C.A. Fredd campus for assistance.

WITHDRAWAL POLICY

Once classes begin for the respective term, students who wish to withdraw from a class or totally withdraw from school must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw from any class is the last day of classes for the term as defined by the College's Academic Calendar. There will be NO withdrawals after this date. The student will receive a grade of "W" regardless of the student's average at the time of the withdrawal if the class does not qualify for a full refund when dropped; the grade of "W" will be recorded on the student's permanent record. Students who remain in the class after the last day to withdraw will receive the grade earned for the class. Withdrawal through the online student portal is available until midnight of the designated last day for withdrawals, and withdrawal in person is available in the Office of Admissions & Records until the close of business



THE COMPLETE CLASS SCHEDULE IS AVAILABLE ON THE WEB AT WWW.SHELTONSTATE.EDU.

of the designated last day for withdrawals. No withdrawals will be taken over the telephone or by e-mail. An instructor's signature is not required. Failure to attend class does not constitute official withdrawal.

TUITION AND FEES

Tuition: Residents of the State of Alabama Summer 2010

The cost to resident or in-state students is \$104.00 per credit hour (\$85 tuition, \$9 maintenance fee, \$9 technology fee, and \$1 bond surety fee). Therefore, a three hour class costs \$312.00.

Fall 2010 & Spring 2011

The cost to resident or in-state students is \$109.00 per credit hour (\$90 tuition, \$9 maintenance fee, \$9 technology fee, and \$1 bond surety fee). Therefore, a three hour class costs \$327.00.

Tuition: Non-Residents of the State of Alabama Summer 2010

The cost to non-resident or out-of-state students is \$189.00 per credit hour (\$170.00 tuition, \$9 maintenance fee, \$9 technology fee, and \$1 bond surety fee). Therefore, a three hour class costs \$567.00.

Fall 2010 & Spring 2011

The cost to non-resident or out-of-state students is \$199.00 per credit hour (\$180.00 tuition, \$9 maintenance fee, \$9 technology fee, and \$1 bond surety fee). Therefore, a three hour class costs \$597.00.

To challenge out-of-state residency status, students should appeal to the Office of Admissions & Records before the last day of the Drop/Add and Late Registration Period of a given semester to be eligible for in-state tuition.

ADDITIONAL FEES

Vehicle Registration.....	\$10.00
Student Accident Insurance Spring/Fall (Mandatory).....	\$7.50
Student Accident Insurance Summer (Mandatory).....	\$ 5.00
Late Registration Fee.....	\$25.00
(Charged to any student who registers after on-site registration.)	

Some programs and/or classes require additional fees.

Tuition and fees are subject to change. ALL STUDENTS ARE REQUIRED TO PAY TUITION AND FEES ON OR PRIOR TO THE PAYMENT DUE DATES LISTED IN THE SCHEDULE. Sponsored students are an exception to this policy. Sponsored students include those students whose expenses are paid by agencies such as Vocational Rehabilitation Services, Alabama G.I. and Dependents Educational Benefits Act (excluding veterans who receive benefits only from Federal Veterans Administration), and eligible Pell Grant recipients. These students must have written authorization from the

sponsoring agency on file in the Office of Business Services prior to registration in order to register without paying. FEES MUST BE PAID IN FULL BEFORE REGISTRATION IS CONSIDERED COMPLETE. Students who pay tuition using Prepaid Affordable College Tuition Program (PACT), Vocational Rehabilitation Services, VISA, MasterCard, or any third party entity are responsible for verification that payment has been received by the Cashier's Office. SHELTON STATE DOES NOT GIVE CASH REFUNDS. Refund checks are mailed from the Office of Business Services. Students who request refunds for complete withdrawals on or after the first scheduled day listed on the college calendar for that term will be charged a 5% administrative fee.

PAYMENT DUE DATES

If tuition payment is not received by the due date outlined below, a student's schedule will be removed. If a student's schedule is removed, the student must re-register for classes.

PAYMENT DUE DATES FOR SUMMER 2010

Registration between	Payment is due before midnight
April 5-19	April 19
April 20-May 3	May 3
May 4-17	May 17
May 18-June 2	June 2
June 3-8	Day of registration
After June 8	July 13

PAYMENT DUE DATES FOR FALL 2010

Registration between	Payment is due before midnight
July 12-26	July 26
July 27-August 9	August 9
August 10-18	August 18
August 19-27	Day of registration
After August 27	October 15

PAYMENT DUE DATES FOR SPRING 2011

Registration between	Payment is due before midnight
November 1-15	November 15
November 16-29	November 29
November 30-December 13	December 13
December 14-January 5	January 5
January 6-14	Day of registration
After January 15	March 7

Payment Options

LOCATION	PAYMENT TYPE	PAYMENT OPTIONS ACCEPTED
Online www.sheltonstate.edu	Credit Card	VISA, MasterCard, Discover, American Express
Cashier's Office Martin & C.A. Fredd Campuses	All	All

REFUND SCHEDULE AND POLICY

All terms within the semester, full term, first split term, and second split term, are treated independently for refund purposes. The first day of classes is defined as the first day of class for the particular term. Students will receive a 100% refund for classes dropped during any Drop/Add period if a class or classes remain for the same term. After the respective Drop/Add period, no refund will be given except for total withdrawal. A student who officially withdraws from any or all classes before the official first day of class for the respective term will be refunded the total tuition and other institutional charges.

DROP / ADD PERIODS

During the defined Drop/Add Periods, students will receive a 100% refund on dropped classes as long as other classes for the semester/term remain on the student's schedule.

Once the Drop/Add Period has ended, partial refunds will only be granted for a complete withdrawal of all semester/term classes. The amount of refund is defined below.

	Summer 2010	Fall 2010	Spring 2011
FULL TERM	June 4 - Aug. 13	Aug. 23 - Dec. 17	Jan. 10 - May 9
Drop Add period	June 4 - 8	Aug. 23 - 27	Jan. 10 - 14
Complete Withdrawal			
100% Refund	On or before June 3	On or before Aug. 22	On or before Jan. 9
75% Refund	June 4 - 10	Aug. 23 - 27	Jan. 10 - 14
50% Refund	June 11 - 17	Aug. 28 - Sept. 3	Jan. 15 - 24
20% Refund	June 18 - 24	Sept. 4 - 13	Jan. 25 - 31
0% Refund	After June 24	After Sept. 13	After Jan. 31
FIRST SPLIT TERM	June 4 - July 8	Aug. 23 - Oct. 13	Jan. 10 - Mar. 3
Drop Add period	June 4 - 8	Aug. 23 - 24	Jan. 10 - 11
Complete Withdrawal			
100% Refund	On or before June 3	On or before Aug. 22	On or before Jan. 9
75% Refund	June 4 - 8	Aug. 23 - 25	Jan. 10 - 12
50% Refund	June 9 - 11	Aug. 26 - 30	Jan. 13 - 18
20% Refund	June 12 - 16	Aug. 31 - Sept. 2	Jan. 19 - 21
0% Refund	After June 16	After Sept. 2	After Jan. 21
SECOND SPLIT TERM	July 12 - Aug. 12	Oct. 14 - Dec. 13	Mar. 4 - May 3
Drop Add period	July 12 - 13	Oct. 14 - 15	Mar. 4 - 8
Complete Withdrawal			
100% Refund	On or before July 11	On or before Oct. 13	On or before Mar. 3
75% Refund	July 12 - 14	Oct. 14 - 18	Mar. 4 - 8
50% Refund	July 15 - 19	Oct. 19 - 21	Mar. 9 - 11
20% Refund	July 20 - 22	Oct. 22 - 26	Mar. 12 - 16
0% Refund	After July 22	After Oct. 26	After Mar. 16

FINANCIAL AID DEADLINES

Award Year: FAFSA 2009-2010	Deadline
Summer Semester 2010	May 21, 2010
Award Year: FAFSA 2010-2011	Deadline
Fall Semester 2010	August 13, 2010
Spring Semester 2010	December 17, 2010
Summer Semester 2011	May 20, 2011

Beginning with the summer semester 2010, the student may choose the award year that will grant the highest return to the student.

If the student has completed the FAFSA and has not heard from Shelton State, contact the Office of Financial Aid (205.391.2218 or e-mail ssccfinancialaid@sheltonstate.edu). Shelton State must be listed on FAFSA as school number 1-4, or the student's information will not load into the SSCC system.

OBLIGATION TO REPAY TITLE IV FINANCIAL ASSISTANCE

Federal Grant recipients who completely withdraw from the College or are no longer attending all classes prior to completing sixty percent (60%) of the enrollment period will owe a repayment to the U.S. Department of Education. Failure to attend class will result in a reduction or repayment of financial aid. Students enrolled in distance education classes must begin participation within five (5) days of the first day of class.

FINANCIAL AID 60% DATES	SUMMER 2010	FALL 2010	SPRING 2011
Full Term	7/14/2010	10/27/2010	3/17/2011
First Split	6/23/2010	9/22/2010	2/9/2011
Second Split	7/30/2010	11/17/2010	4/7/2011

DEFINITIONS

FEDERAL GRANT RECIPIENT - A student who receives one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or Alabama Student Assistance Program (ASAP and ASAP Knight), or Academic Competitiveness Grant (ACG 1st Year and 2nd Year) is defined as a Federal Grant Recipient.

COMPLETE WITHDRAWAL - The Return of Title IV funds will be calculated based on an applicant's failure to complete at least 60 percent of the term. The calculation will be based on the last official or unofficial date of withdrawal from all classes.

SIXTY PERCENT (60%) OF ENROLLMENT PERIOD - Students who withdraw from school on or before these dates will owe a repayment. Students who withdraw after these dates will not owe a repayment.

REPAYMENT - The amount of repayment will be based upon a formula prescribed by law that considers the date of withdrawal and the amount of federal aid (excluding work study) received. Students who fail to repay the U.S. Department of Education will not be eligible to receive Federal Aid at Shelton State Community College or any other institution.

FINANCIAL AID CREDIT HOURS - All technical courses not associated with a degree plan (the program does not offer a degree) are subject to a clock hour conversion. This means that the credit hours may not be counted fully for financial aid purposes only.

All information regarding a student's federal financial aid award (i.e., adjustments, courses in program, attendance, and disbursement dates of refunds) will be communicated to the student via Bucs Mail account. To activate Bucs Mail visit www.sheltonstate.edu.

Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by honest mistakes.

ALL INFORMATION IN THIS PUBLICATION IS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

SUMMER 2010 EXAMINATION SCHEDULE

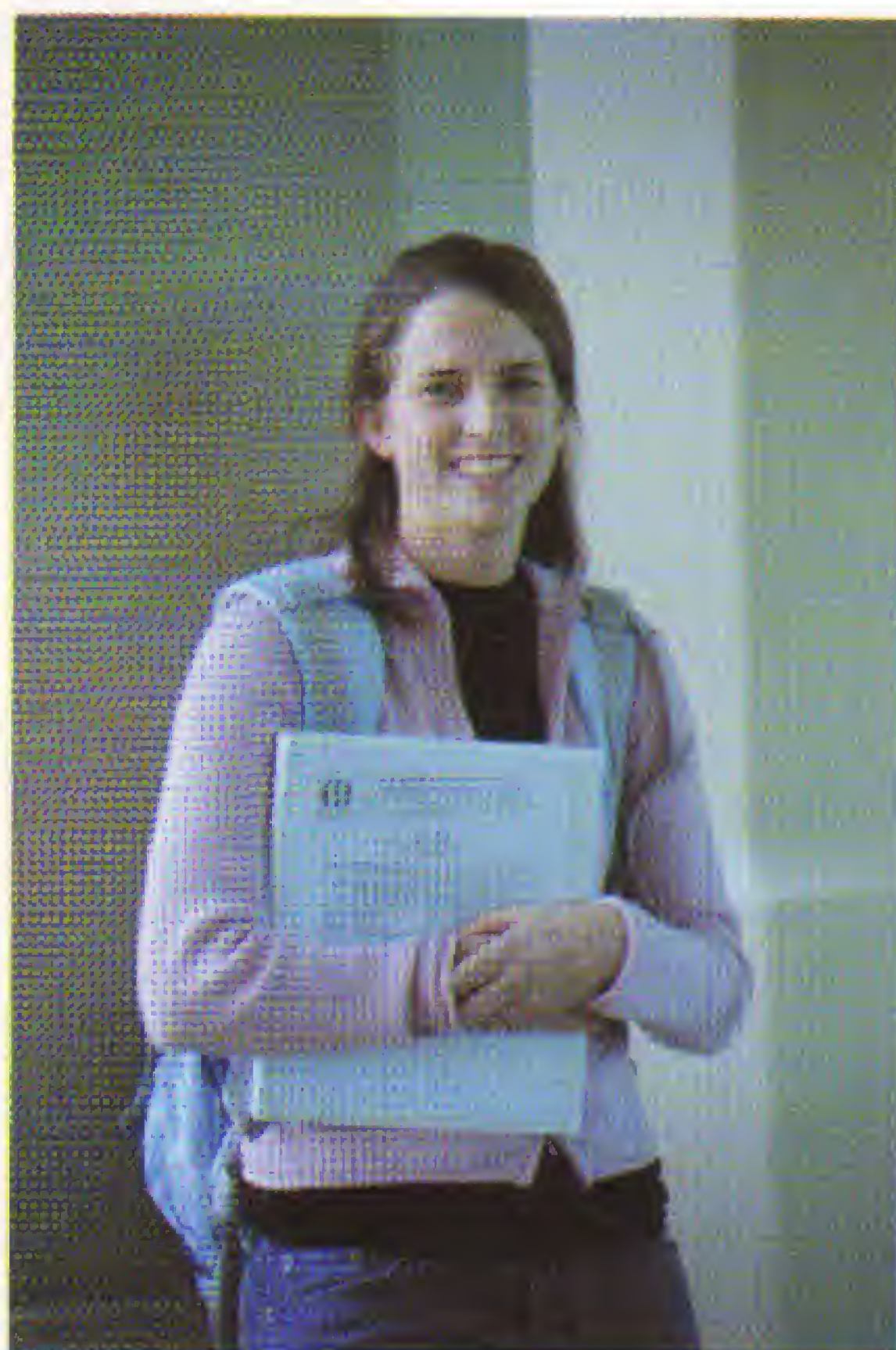
Full Term	Class Time	Exam Day/Date	Exam Time	1 ST SPLIT	Class Time	Exam Day/Date	Exam Time
M only	5:30 pm	Wed., Aug. 11	5:30-7:30 pm	MTWR	8:00 am	Thurs., July 8	8:00-10:00 am
T only	10:15 am	Thurs., Aug. 12	10:15 am-12:15 pm	MTWR	10:15 am	Thurs., July 8	10:15 am-12:15 pm
T only	5:30 pm	Thurs., Aug. 12	5:30-7:30 pm	MTWR	10:30 am	Thurs., July 8	10:30 am-12:30 pm
W only	5:30 pm	Wed., Aug. 11	7:45-9:45 pm	MTWR	12:30 pm	Thurs., July 8	12:30-2:30 pm
R only	2:45 pm	Thurs., Aug. 12	2:45-4:45 pm	MTWR	2:45 pm	Thurs., July 8	2:45-4:45 pm
R only	5:30 pm	Thurs., Aug. 12	7:45-9:45 pm	2 ND SPLIT			
MW	7:30 am	Fri., Aug. 13	7:30-9:30 am	MTWR	8:00 am	Thurs., Aug. 12	8:00-10:00 am
MW	8:00 am	Fri., Aug. 13	8:00-10:00 am	MTWR	10:15 am	Thurs., Aug. 12	10:15 am-12:15 pm
MW	10:15 am	Fri., Aug. 13	10:30 am-12:30 pm	MTWR	10:30 am	Thurs., Aug. 12	10:30 am-12:30 pm
MW	12:30 pm	Fri., Aug. 13	1:00-3:00 pm	MTWR	12:30 pm	Thurs., Aug. 12	12:30-2:30 pm
MW	1:00 pm	Fri., Aug. 13	1:00-3:00 pm				
MW	2:45 pm	Fri., Aug. 13	3:15-5:15 pm	ONLINE CLASSES			
MW	3:45 pm	Fri., Aug. 13	3:15-5:15 pm	All Online classes will have a two-hour period for instruction or examination between 5:00 p.m., Wednesday, August 11 through 5:30 pm, Friday, August 13, as announced by the instructor at Online Orientation and noted on the Syllabus.			
MW	5:10 pm	Wed., Aug. 11	5:30-7:30 pm				
MW	5:30 pm	Wed., Aug. 11	5:30-7:30 pm				
MR	6:00 pm	Thurs., Aug. 12	6:00-8:00 pm				
TR	7:30 am	Thurs., Aug. 12	7:30-9:30 am				
TR	8:00 am	Thurs., Aug. 12	8:00-10:00 am				
TR	10:00 am	Thurs., Aug. 12	10:00 am-12:00 pm				
TR	10:15 am	Thurs., Aug. 12	10:15 am-12:15 pm				
TR	10:30 am	Thurs., Aug. 12	10:30 am-12:30 pm				
TR	12:30 pm	Thurs., Aug. 12	12:30-2:30 pm				
TR	1:00 pm	Thurs., Aug. 12	1:00-3:00 pm				
TR	2:45 pm	Thurs., Aug. 12	2:45-4:45 pm				
TR	3:15 pm	Thurs., Aug. 12	3:15-5:15 pm				
TR	3:30 pm	Thurs., Aug. 12	3:30-5:30 pm				
TR	3:45 pm	Thurs., Aug. 12	3:45-5:45 pm				
TR	5:10 pm	Thurs., Aug. 12	5:10-7:10 pm				
TR	5:30 pm	Thurs., Aug. 12	5:30-7:30 pm				
TR	7:45 pm	Thurs., Aug. 12	7:45-9:45 pm				

FALL 2010 EXAMINATION SCHEDULE

Full Term	Class Time	Exam Day/Date	Exam Time	1 ST SPLIT	Class Time	Exam Day/Date	Exam Time
MW	7:00 am	Mon., Dec. 13	8:00-10:00 am	MTWR	8:30 am	Wed., Oct. 13	8:30-10:30 am
MW	7:30 am	Mon., Dec. 13	8:00-10:00 am	MTWR	10:00 am	Wed., Oct. 13	10:00 am-12:00 pm
MW	8:30 am	Wed., Dec. 15	8:00-10:00 am	MTWR	11:30 am	Wed., Oct. 13	11:30 am-1:30 pm
MW	9:30 am	Mon., Dec. 13	10:30 am-12:30 pm	MW	1:15 pm	Wed., Oct. 13	1:15-3:15 pm
MW	10:00 am	Mon., Dec. 13	10:30 am-12:30 pm	MW	6:00 pm	Thurs., Oct. 14	6:00-8:00 pm
MW	11:30 am	Wed., Dec. 15	10:30 am-12:30 pm	TR	1:15 pm	Thurs., Oct. 14	1:15-3:15 pm
MW	1:15 am	Mon., Dec. 13	1:00-3:00 pm	TR	1:30 pm	Thurs., Oct. 14	1:30-3:30 pm
MW	1:30 am	Mon., Dec. 13	1:00-3:00 pm	R	6:00 pm	Thurs., Oct. 14	6:00-8:00 pm
MW or W only	2:45 pm	Wed., Dec. 15	1:00-3:00 pm	2 ND SPLIT	Class Time	Exam Day/Date	Exam Time
MW	4:10 pm	Mon., Dec. 13	3:30-5:30 pm	MTWR	8:30 am	Thurs., Dec. 16	8:00-10:00 am
MW	4:30 pm	Mon., Dec. 13	3:30-5:30 pm	MTWR	10:00 am	Thurs., Dec. 16	10:00 am-12:00 pm
MW or M only	6:00 pm	Mon., Dec. 13	6:00-8:00 pm	MW	1:15 pm	Wed., Dec. 15	1:15-3:15 pm
W only	6:00 pm	Wed., Dec. 15	6:00-8:00 pm	MW	6:00 pm	Wed., Dec. 15	6:00-8:00 pm
MW or M only	7:45 pm	Mon., Dec. 13	8:15-10:15 pm	TR	1:15 pm	Thurs., Dec. 16	1:15-3:15 pm
MW or W only	7:45 pm	Wed., Dec. 15	8:15-10:15 pm	R	6:00 pm	Thurs., Dec. 16	6:00-8:00 pm
TR	7:00 am	Tue., Dec. 14	8:00-10:00 am				
TR	7:30 am	Tue., Dec. 14	8:00-10:00 am				
TR	8:30 am	Thurs., Dec. 16	8:00-10:00 am				
TR	9:30 am	Tue., Dec. 14	10:30 am-12:30 pm				
TR	10:00 am	Tue., Dec. 14	10:30 am-12:30 pm				
TR	11:30 am	Thurs., Dec. 16	10:30 am-12:30 pm				
TR	1:15 pm	Thurs., Dec. 16	1:00-3:00 pm				
TR	1:30 pm	Thurs., Dec. 16	1:00-3:00 pm				
TR	2:45 pm	Tue., Dec. 14	1:00-3:00 pm				
TR	4:10 pm	Thurs., Dec. 16	3:30-5:30 pm				
TR	4:30 pm	Thurs., Dec. 16	3:30-5:30 pm				
TR	6:00 pm	Thurs., Dec. 16	6:00-8:00 pm				
T only	6:00 pm	Tue., Dec. 14	6:00-8:00 pm				
R only	6:00 pm	Thurs., Dec. 16	6:00-8:00 pm				
T only	7:45 pm	Tue., Dec. 14	8:15-10:15 pm				
TR or R only	7:45 pm	Thurs., Dec. 16	8:15-10:15 pm				

ONLINE CLASSES

All Online classes will have a two-hour period for instruction or examination between Monday, December 13 and Thursday, December 16, as announced by the instructor at Online Orientation and noted on the Syllabus.



SPRING 2011 EXAMINATION SCHEDULE

Full Term	Class Time	Exam Day/Date	Exam Time	1 ST SPLIT	Class Time	Exam Day/Date	Exam Time
MW	7:00 am	Mon., May 9	8:00-10:00 am	MTWR	8:30 am	Thurs., Mar. 3	8:00-10:00 am
MW	7:30 am	Mon., May 9	8:00-10:00 am	MTWR	10:00 am	Thurs., Mar. 3	10:15 am-12:15 pm
MW	8:30 am	Wed., May 4	8:00-10:00 am	TR	1:15 pm	Thurs., Mar. 3	12:30-2:30 pm
MW	9:30 am	Mon., May 9	10:30 am-12:30 pm	MW	1:15 pm	Thurs., Mar. 3	2:45-4:45 pm
MW	10:00 am	Mon., May 9	10:30 am-12:30 pm	MW	6:00 pm	Thurs., Mar. 3	5:00-7:00 pm
MW	11:30 am	Wed., May 4	10:30 am-12:30 pm	TR	6:00 pm	Thurs., Mar. 3	7:15-9:15 pm
MW	1:15 am	Mon., May 9	1:00-3:00 pm				
MW	2:45 pm	Wed., May 4	1:00-3:00 pm	2 ND SPLIT	Class Time	Exam Day/Date	Exam Time
MW	4:10 pm	Mon., May 9	3:30-5:30 pm	MTWR	8:30 am	Thurs., May 5	8:00-10:00 am
MW	4:30 pm	Mon., May 9	3:30-5:30 pm	MTWR	10:00 am	Thurs., May 5	10:15 am-12:15 pm
MW or M only	6:00 pm	Mon., May 9	6:00-8:00 pm	TR	1:15 pm	Thurs., May 5	12:30-2:30 pm
W only	6:00 pm	Wed., May 4	6:00-8:00 pm	MW	1:15 pm	Thurs., May 5	2:45-4:45 pm
MW or M only	7:45 pm	Mon., May 9	8:15-10:15 pm	MW	6:00 pm	Thurs., May 5	5:00-7:00 pm
W only	7:45 pm	Wed., May 4	8:15-10:15 pm	TR	6:00 pm	Thurs., May 5	7:15-9:15 pm
TR	7:00 am	Tue., May 3	8:00-10:00 am				
TR	7:30 am	Tue., May 3	8:00-10:00 am	ONLINE CLASSES All Online classes will have a two-hour period for instruction or examination between Tuesday, May 3 and Monday, May 9, as announced by the instructor at Online Orientation and noted on the Syllabus.			
TR	8:30 am	Thurs., May 5	8:00-10:00 am				
TR	9:30 am	Tue., May 3	10:30 am-12:30 pm				
TR	10:00 am	Tue., May 3	10:30 am-12:30 pm				
TR	11:30 am	Thurs., May 5	10:30 am-12:30 pm				
TR	1:15 pm	Thurs., May 5	1:00-3:00 pm				
TR	1:30 pm	Thurs., May 5	1:00-3:00 pm				
TR	2:45 pm	Tue., May 3	1:00-3:00 pm				
TR	4:10 pm	Thurs., May 5	3:30-5:30 pm				
TR	4:30 pm	Thurs., May 5	3:30-5:30 pm				
TR	6:00 pm	Tue., May 3	6:00-8:00 pm				
T only	6:00 pm	Tue., May 3	6:00-8:00 pm				
R only	6:00 pm	Thurs., May 5	6:00-8:00 pm				
TR or T only	7:45 pm	Tue., May 3	8:15-10:15 pm				
R only	7:45 pm	Thurs., May 5	8:15-10:15 pm				



QUICK REFERENCE

Admissions

Phone 205.391.2214

Fax 205.391.3910

Ability-to-Benefit

Phone 205.391.2231

Campus Tours

Phone 205.391.3972

COMPASS Testing

Phone 205.391.2232 or 205.391.2231

Counseling

Phone 205.391.2232

Fax 205.391.2468

Financial Aid

Phone 205.391.2218

Fax 205.391.2372

FAFSA Application Code 005691

GED and Adult Education

Phone 205.391.2662

International Students

Phone 205.391.2342

Fax 205.391.3912

Office of Student Services

Phone 205.391.2359

Office of Recruitment

Phone 205.391.2213

High School 205.391.2273

Technical Programs 205.391.3931

Tech Prep 205.391.3931

Nursing 205.391.2446

Adult Students 205.391.2624

Athletics 205.391.2223

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

The Practical Nursing Program is approved by the Alabama Board of Nursing.

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League of Nursing Accrediting Commission (NLNAC).

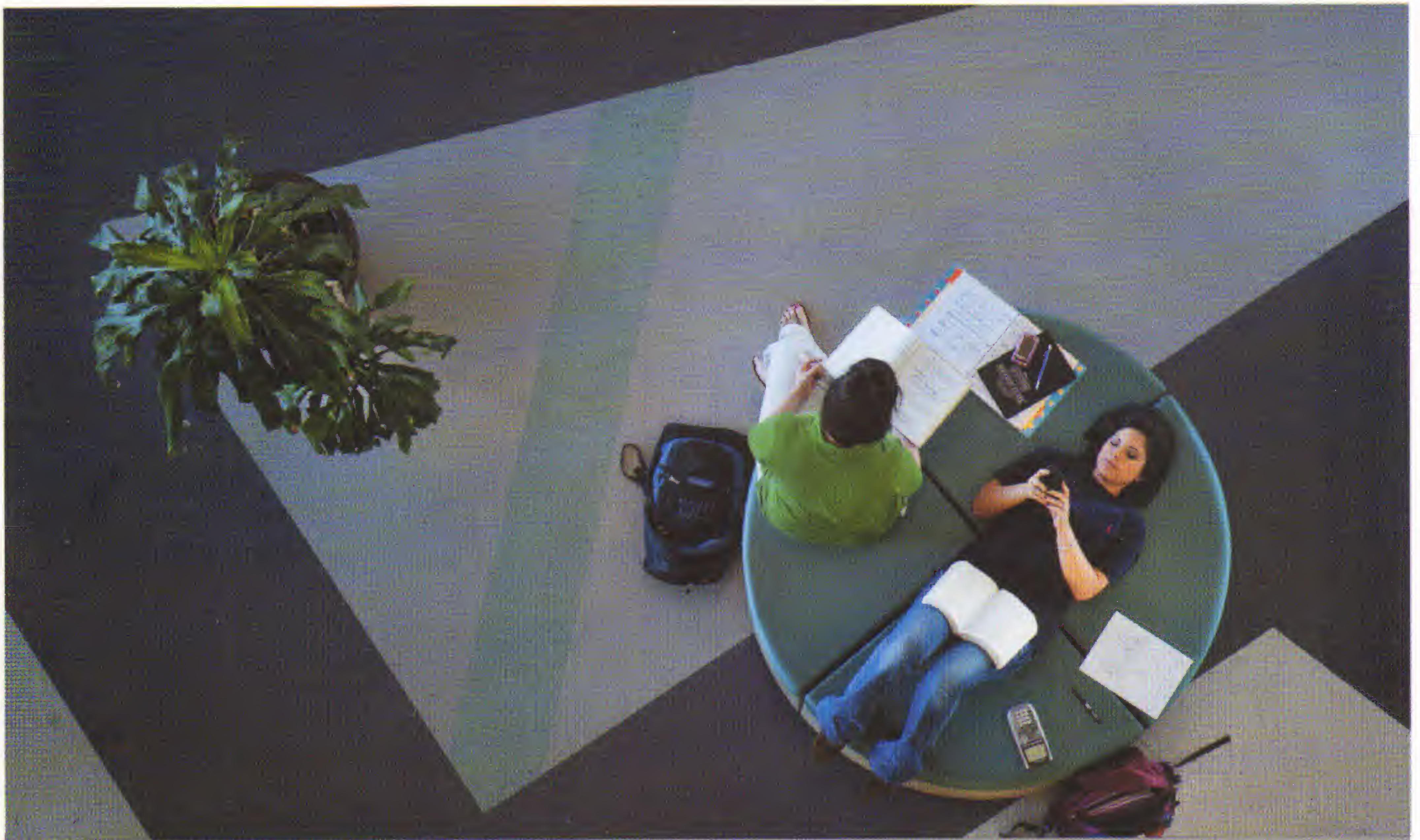
The Emergency Medical Program is accredited by The Commission for Accreditation of Allied Health Education Programs (CAAHEP).

Shelton State Community College is a member of The American Association of Community and Junior Colleges and The Alabama Community College Association.



On the Web

www.sheltonstate.edu



Directions to the Martin Campus

9500 Old Greensboro Rd

From Birmingham

- Depart Birmingham on I-20/I-59 (West). Drive for approximately 54 miles.
- At I-20/59 Exit 71A, turn onto Hwy 69 South.
- At the intersection with Skyland Blvd, continue on Hwy 69 South for approximately 3 miles.
- At the intersection with Mae Hinton Dr, turn right at the light.
- Continue straight through the traffic light and enter the campus.
- Take the first left into the parking lot.

From the University of Alabama

- Leave the Quad and turn right (West) onto University Blvd.
- At the intersection with Lurleen Wallace Blvd, turn left (South).
- Continue South on I-359.
- At the intersection with Skyland Blvd, continue on Hwy 69 South for approximately 3 miles.
- At the intersection with Mae Hinton Dr, turn right at the light.
- Continue straight through the traffic light and enter the campus.
- Take the first left into the parking lot.

The Tuscaloosa Trolley

The Tuscaloosa Trolley offers routes available for Shelton State students who attend classes at both the Martin and C.A. Fredd campuses. It's an easy and inexpensive alternative to driving. For more information visit the Shelton State Web site at www.sheltonstate.edu or call The Tuscaloosa Trolley (205.556.3876).

Directions to the C.A. Fredd Campus

3401 Martin Luther King, Jr. Blvd

From the Martin Campus

- North on Hwy 69 North, 2.9 miles.
- Continue on I-359 N, go 0.7 miles.
- Cross I-59/I-20.
- Take the 35th St, Exit 1, go 0.2 miles.
- Bear right onto the ramp to Kauloosa Ave, go 0.1 miles.
- Go straight through all traffic lights.
- Turn right at "T" intersection onto Martin Luther King Jr., Blvd, go 0.2 miles.
- Fredd Campus will be on your right.

From Birmingham

- Depart Birmingham on I-20/I-59 (West). Drive for about 54 miles.
- At I-20/59 Exit 71B, turn onto I-359 North.
- Take the 35th St, Exit 1, go 0.2 miles.
- Bear right onto the ramp to Kauloosa Ave, go 0.1 miles.
- Go straight through all traffic lights.
- Turn right at "T" intersection onto Martin Luther King Jr., Blvd, go 0.2 miles.
- Fredd Campus will be on your right.

From The University of Alabama

- Leave the Quad and turn right (West) onto University Blvd.
- At the intersection with Lurleen Wallace Blvd, turn left (South).
- Continue South on I-359.
- Take 35th St, Exit 1, go 0.2 miles.
- Bear right onto the ramp to Kauloosa Ave, go 0.1 miles.
- Go straight through all traffic lights.
- Turn right at "T" intersection onto Martin Luther King Jr., Blvd, go 0.2 miles.
- Fredd Campus will be on your right.

